



news and information
for employees of the
City of Saint Paul

November 30, 2001

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City Update

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City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

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It's a new look for Human Resources

The City of
Saint Paul Office
of Human
Resources (HR)
has recently
been exploring
ways to meet
departmental
and employee
needs by
developing
competency-
based human
resource systems.



Competency-based human
resource systems are now being
used within Public Works,
Libraries, and Information
Services. Soon to begin using
customized competency-based
human resource systems are
Fire, LIEP, and Police.

This means that these
Departments and Offices are
now using or will shortly begin
using competencies to drive
their performance management;
training, education, and devel-
opment; coaching/mentoring,
and/or selection processes
(hiring and promotion).

Competencies are defined as
the knowledge, skills, abilities,
traits, characteristics, and
attitudes that ensure individuals
are successful in the workplace.

Human Resources, in its
effort to increase organizational
effectiveness, is not only

see IT'S A NEW LOOK on page 2

COMO ZOO MAKES NATIONAL GEOGRAPHIC

The October issue of National
Geographic for Kids magazine
featured Amanda, one of Como Zoo's
orangutans. Why? Amanda received
national media attention earlier this
year when Como Zoo hosted her
debut art opening.

That's right, Amanda paints. Her
opening, held in February, raised
nearly \$6,000 for Como Zoo and
Conservatory through the auction of
21 original paintings.

Also featured in the National
Geographic article were Zookeeper
Mike Thell, who, as Amanda's 'Art
Assistant,' was quoted in the article,
along with Zookeeper Louis Disanto,
who took the photo of Amanda
which appeared in the publication.
Limited edition prints of Amanda's
paintings are still available in Como
Zoo's Zoodale Gift Shop. Call 651-
487 8223 for more information.

Insurance eligibility for new employees

The health insurance eligibility
period is now reduced for new City
hires in titles that formerly had to
wait six months for City-paid health
insurance benefits. This change went
into effect on July 1, 2001, and
impacts the majority of new hires in
the City.

For eligible regular and provi-
sional hires, City-paid health insur-
ance goes into effect on the first day
of the month following 30 days of
employment. The reduction to a one-

see INSURANCE ELIGIBILITY on page 2

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Places to go. Things to do.

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The gift of membership

Want to give a free gift this holiday season? Give the gift of Credit Union membership. Your membership enables your parents, brothers, sisters, children, grandchildren, other blood relatives and anyone residing at your same address, to join City & County Credit Union.*



We've got products for just about everybody: a fun, educational savings program for kids; a student services package and newsletter for the young adults in your family; savings services for the financially savvy; competitive loan rates for all your needs.

Sending this gift is as easy as picking up the phone. Call us today at 651-225-2700 or 1-800223-2801 to receive a \$5 gift certificate for any relative or household member to start their Share Savings account.

If you're not already a member, stop in at any of our locations – Main, Lowry, or Maplewood, to become a member today.

*City & County Credit Union is federally insured by the National Credit Union Administration.

May your holidays be safe

Last year, more than 4000 people in the United States died in car crashes during the holiday season between Thanksgiving and New Year's Day. Almost half of those killed were in crashes that were alcohol-related.

Here are some suggestions to help ensure safe celebrations:

- Appoint a designated driver before the evening begins; this person should not drink any alcohol.
- Serve and enjoy a variety of foods, and don't drink on an empty stomach.
- Avoid serving and eating salty snacks; they tend to make people thirsty and drink more alcohol.
- Serve and enjoy a variety of non-alcoholic beverages (fruit juices, juice spritzers, smoothies, flavored coffees, egg nog, cider, etc.)
- Do not push drinks onto others; people don't have to drink alcohol at parties to have fun.
- Schedule and participate in activities and games to keep the focus away from drinking alcohol.
- Never serve alcohol to anyone under the legal drinking age.
- Close the "bar" 90 minutes before the party ends. Serve a great-tasting dessert to top off the evening. Remember... only time sobers people who have been drinking.

IT'S A NEW LOOK from page 1

pursuing the development of competency-based human resource systems, but is looking for additional ways to revamp and streamline the selection process for new hires and promotions.

HR recently debuted a new City job application and a new look for job announcements, which are two components of the revamping and streamlining the selection process. The re-designed job application and job announcement are now more concise, easier to read, and easier to complete.

The next step in the revamping

process will be for HR to report the results of the City Employee and Selection Survey recently compiled and analyzed. Look for the survey results in the next issue of City Update, along with ideas for how to address issues of concern identified.

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month waiting period for City-paid health insurance benefits is expected to have a positive effect on the recruitment of persons seeking employment with the City of Saint Paul.



City job openings as of November 30th, 2001

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
12/10/01	Civil Engineer I	\$1463.41	See Job Ann
Open	IS Information/Technical Analyst II	\$1436.07	See Job Ann
Open	IS Information/Technical Analyst III	\$1592.36	See Job Ann
Open	IS Systems Support Specialist II	\$1179.37	See Job Ann
Open	Recreation Leader (part-time)	\$9.05 per hr	See Job Ann

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after November 21st, please call our 24-hour job line, 651-266-6502.